

Robert Smith

Lead Personnel Specialist

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a position where extensive computer skills will be utilized. Also, to grow along with the company and develop better strategies toward a more efficient way of analytics.

WORK EXPERIENCE

Lead Personnel Specialist **ABC Corporation - 1991 - 1994**

Responsibilities:

- Ensuring appropriate staffing and manning for personnel within the Command.
- Explains benefits to new employees and provides training/assistance for benefits re-enrollment and family status changes.
- Advise Command on issues impacting mission and program success based on analysis of program or process deficiencies, organizational structure, and administrative procedures.
- Coordinate changes in staffing within Departments and Work Centers.
- Provide statistical data for the development of Command objectives documentation.
- Determine and validate personnel requirements to support specific objectives and ensure individuals meet requirements.
- Provide requirements to Command within time-critical requirements to ensure deployment and assignments.

Personnel Specialist **ABC Corporation - 1988 - 1991**

Responsibilities:

- Ensured proper benefits for servicemembers to a crew of 3000+.
- Started, stopped, change allotments and direct deposits.
- Garnished wages as applicable.
- Arranged travel for duty specific missions, processed travel claims.
- Helped to coordinate training mission by arranging proper flights, assigned rooms, assigned vehicles, made sure late travelers were properly received and assigned.
- Received sensitive messages and ensured proper delivery.
- Facilitated proper mail delivery within the command.

Education

Master of Arts in Acquisition & Procurement - (Webster University, School of Business - St. Louis, MO)

SKILLS

HVAC, Plumbing,
Warehouse, Retail Sales,
General Labor, Time
Management, Packaging,
Cleaning, Fast Learner,
Hard Worker, Detail
Oriented, Team Player,
Customer Service,
Manufacturing,
Motivated, Friendly,
Great People Skills.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)